BOSTON DIGITAL BRIDGE FOUNDATION

CONNECTING PEOPLE WITH THEIR POTENTIAL

Introduction to PowerPoint

PowerPoint is an application tool that is used in support of a presentation. It allows a speaker to stress the main points and to provide illustrations of what they are trying to convey to the audience. It is important to remember that it is not used <u>as</u> the speech but <u>in support of</u> the speech.

To open PowerPoint:

1. Click **Start**, **All Programs**, and **Microsoft PowerPoint**.
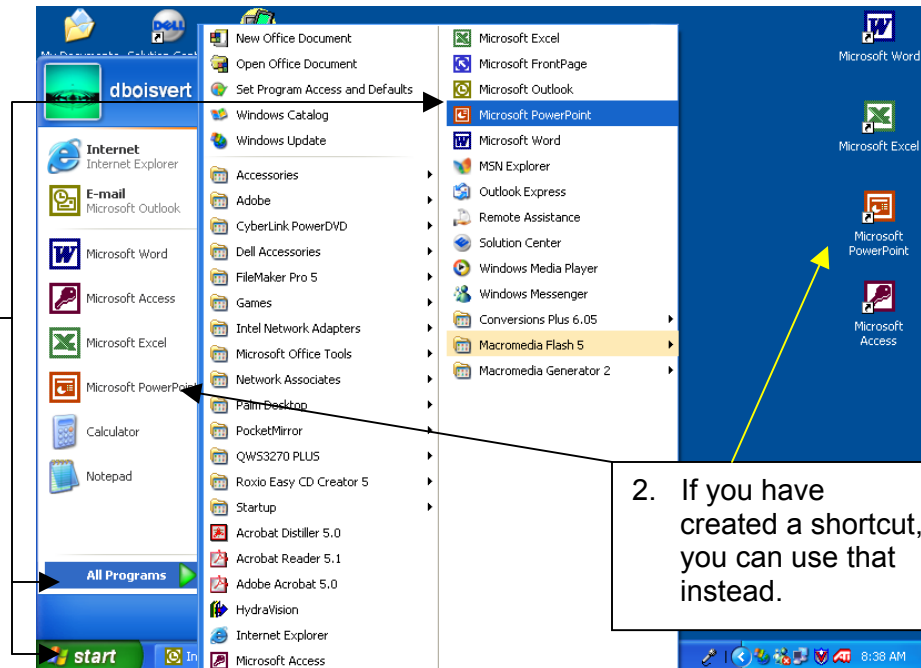
2. If you have created a shortcut, you can use that instead.

3. A new screen opens slide revealing a slide. This one is called a title slide. (You will see additional formats shortly.)

4. You will notice that many of the toolbars are similar to Word and that many of the functions are the same as in Word.

5. You will see the main slide that you will be working on and a smaller slide to the left. The slides to the left will help you remember what you have done.

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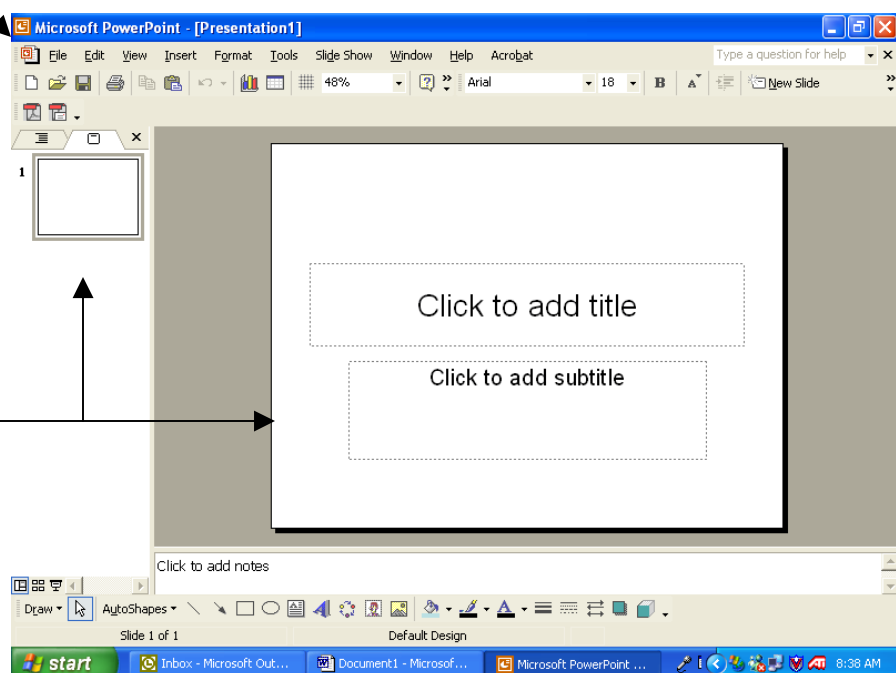
1. Click in the **Click to Add Title** box. You will notice that the words disappear and the cursor appears in the box.

2. Type your title using all caps.

3. You will notice that the font is very large. Th default size is 44 for the title and 32 for the subtitle. That is so the audience will be able to see it clearly. You can change the font size, but make sure it is big enough to read from the back of the room.
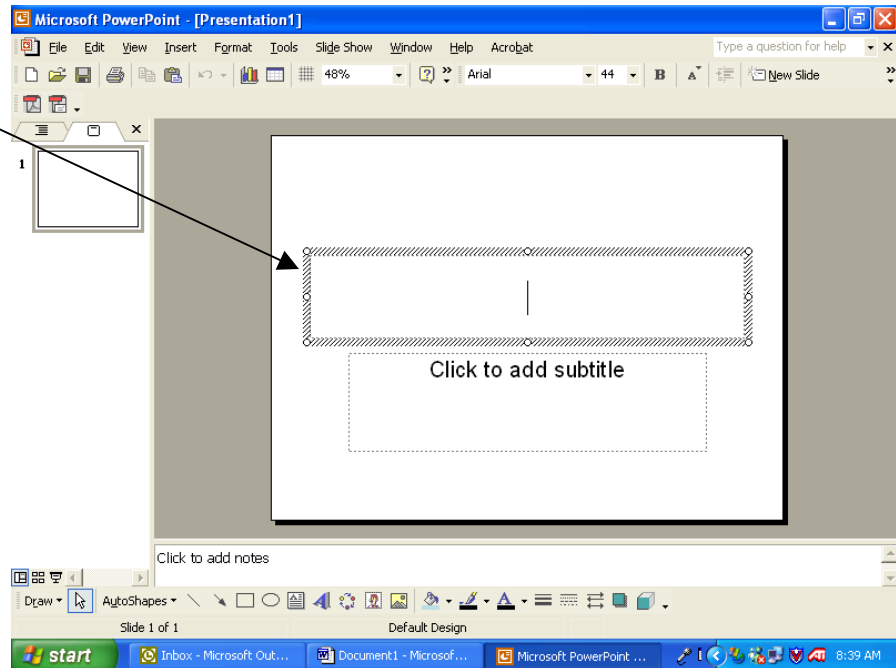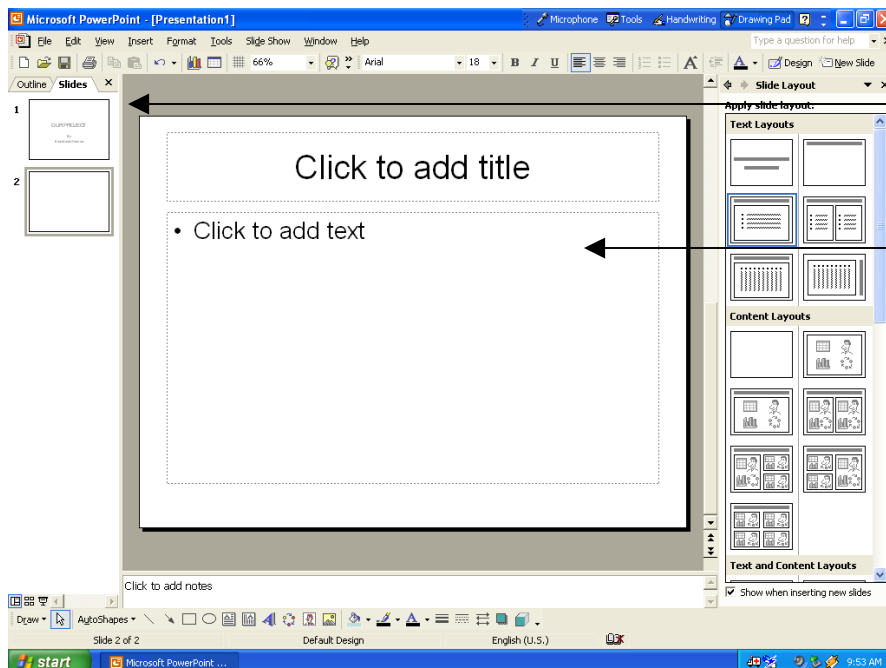
4. When you are finished, click in the **Click to add subtitle** box. You will notice that the box disappears from the title and the cursor is now in the lower box.

5. Type in **By** and your names.

6. Click outside of the box.
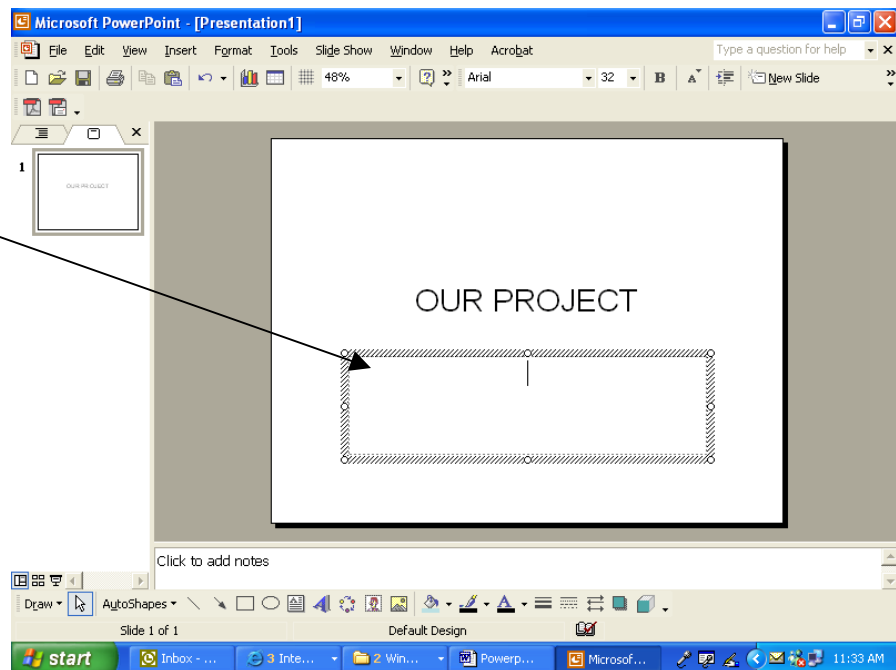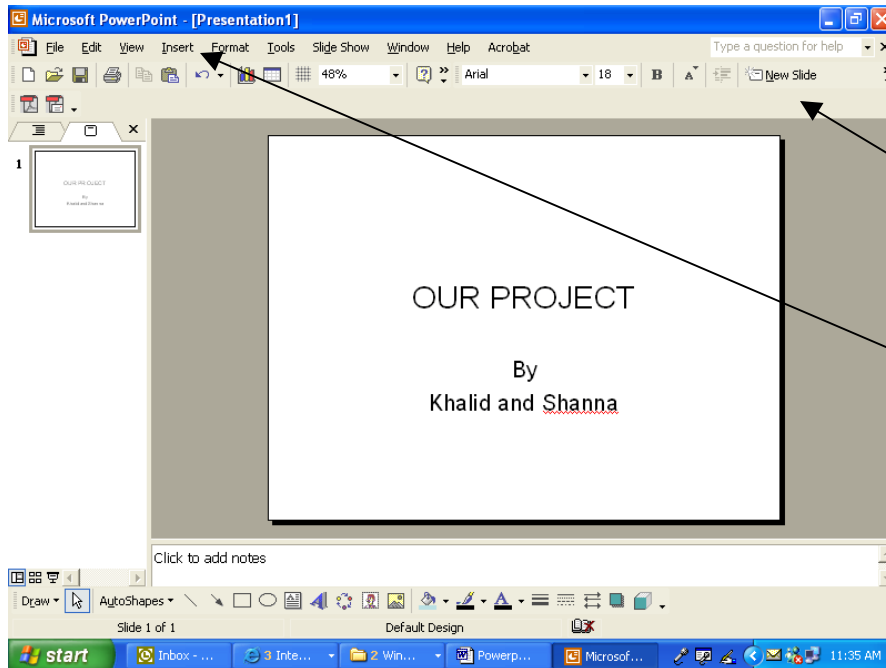
To begin a new slide:

1. Click on the **New Slide** icon

    or

   Click on *Insert*, then scroll down to **New Slide**.

2. The new screen has three sections:

    a. Slide overview (on the left) showing all slides cascading down the column.

    b. The current slide (in the middle) that you are working on.

    c. A selection of slide layouts (on the right) that you can choose from.

3. We will use the default slide that has two frames – a title box and a text box.
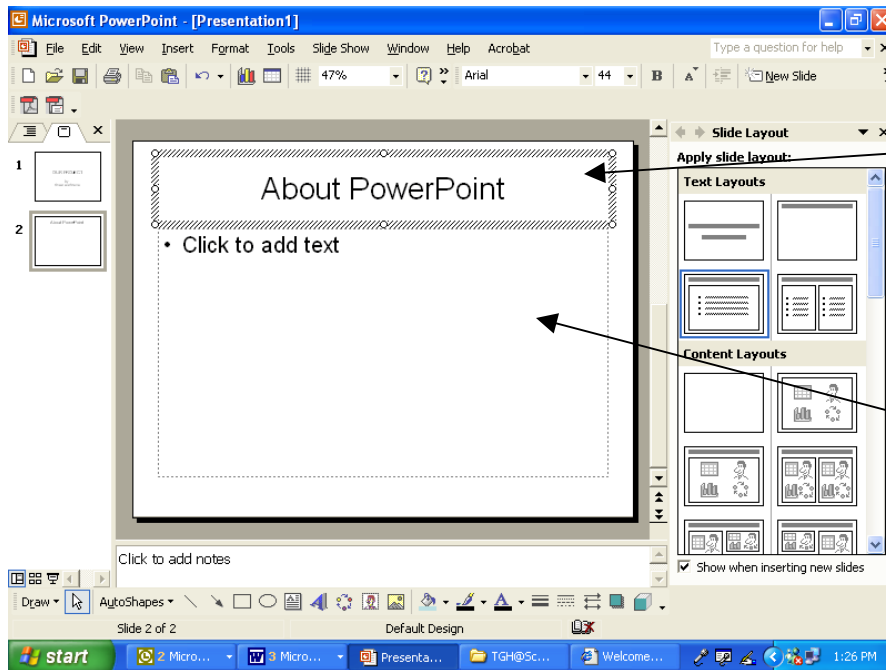
4. Click in the **Click to add title** box.

5. Type in the desired title. In this example, the title is "About PowerPoint". The default font size for a body slide title is 44.

6. When you are done, click in the **Click to add text** box.
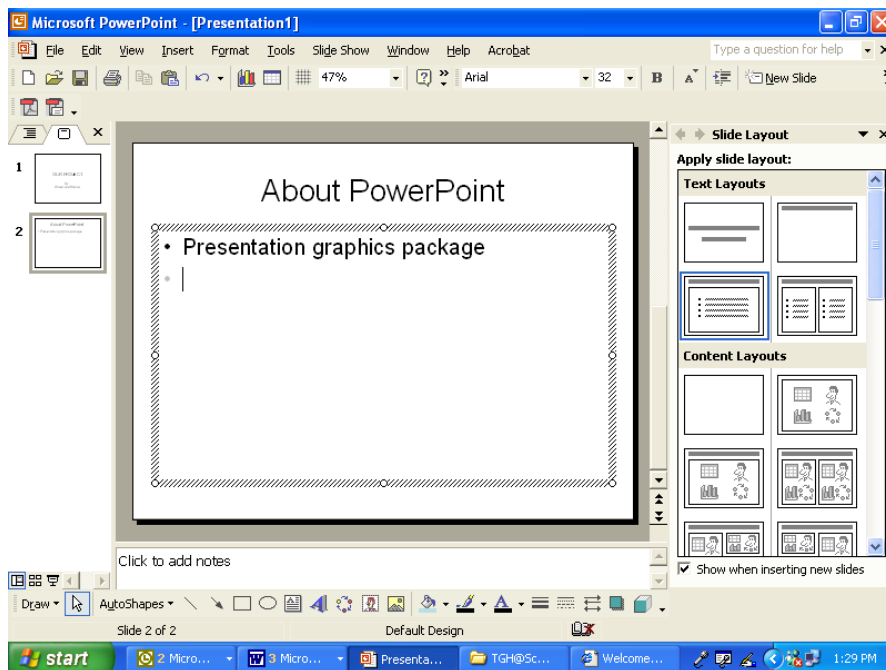
7. You will notice that a bullet automatically displays in the box.

8. Type in the first description. The default font size for primary bullets is 32. Press **enter**. Notice that a second bullet appears.

9. Keep adding items until you finish your list.

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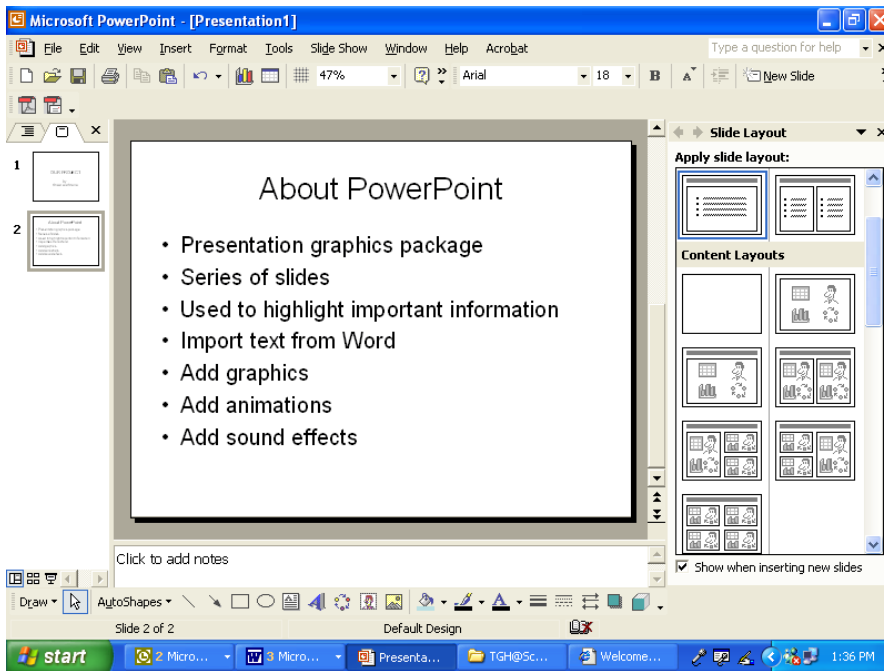
Notice that this slide has a completed list. We are now ready to go to the next slide.
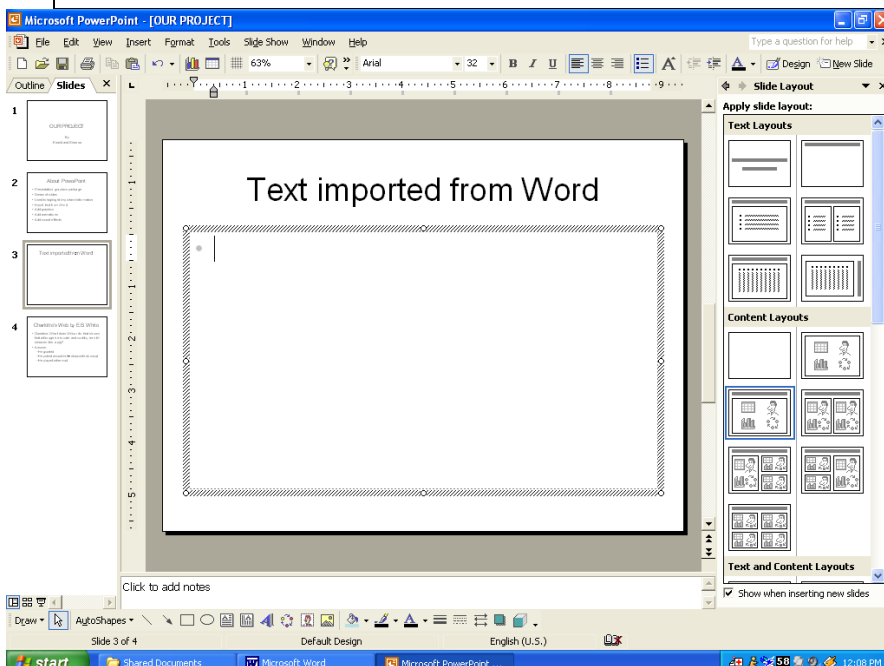
Remember to click **New Slide.**
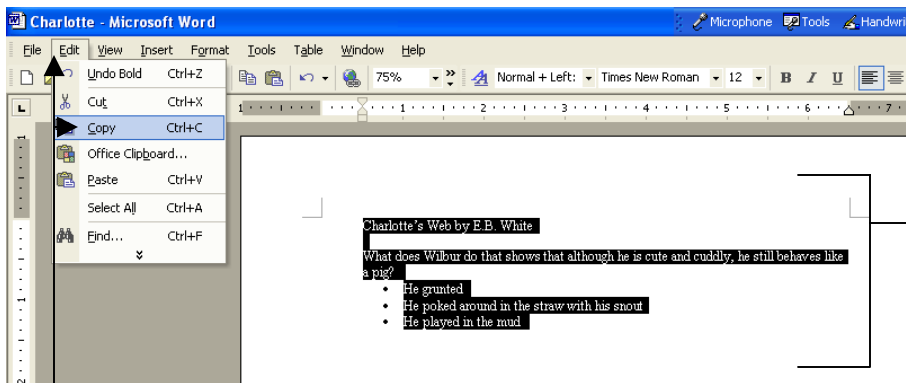
You can copy and paste information from Word and import it into PowerPoint.

1. Go to the text that you want to copy in Word and highlight it by holding down the mouse button.
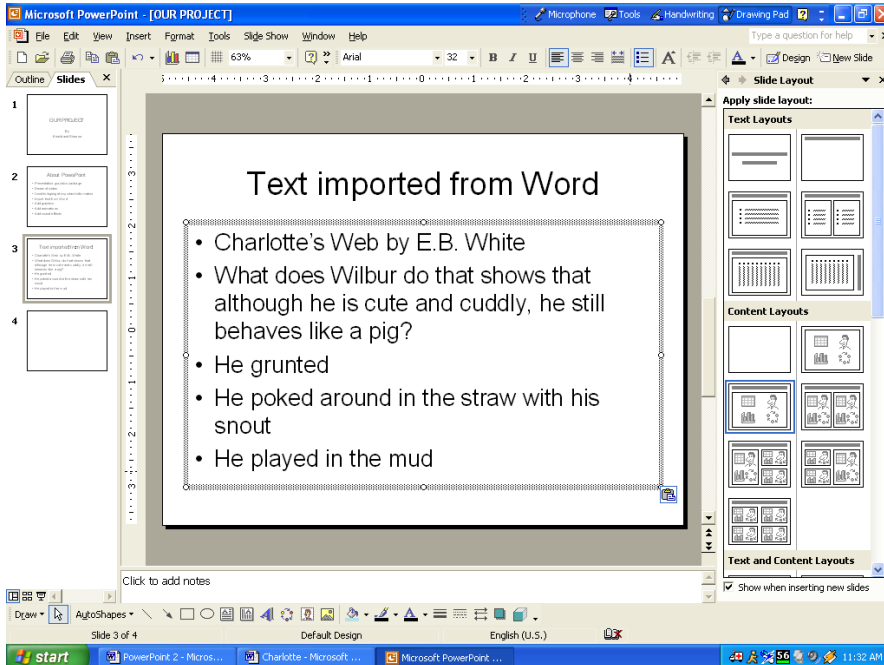
2. Click **Edit** and scroll down to **Copy**.

3. Go back to your PowerPoint slide.
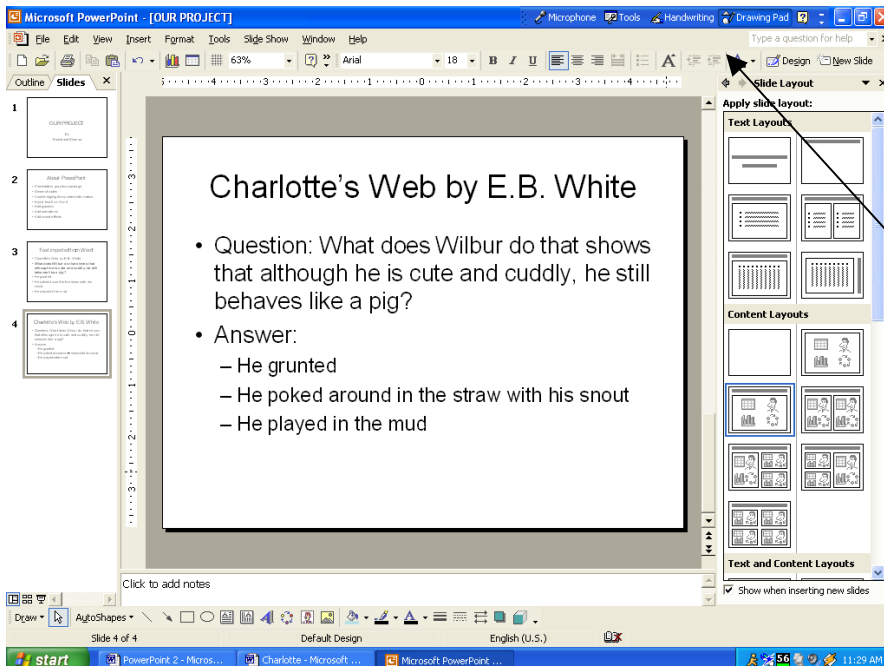
4. Click in the box.

5. Click **Edit** and scroll down to **Paste** to insert the text.

Notice that PowerPoint automatically bullets the items when it is entered into a text box.

You can also cut and paste within PowerPoint.

1. Delete the current title by highlighting and using the delete key.

2. Highlight Charlotte's Web by E.B. White and paste it into the title box.

3. Insert the word "Question" followed by a colon.

4. Hit enter. Another bullet will appear. Type in "Answer" followed by a colon.

5. Highlight the bulleted answers. Click on the increase indent symbol and see the bullets change.

6. You can change the bullets by Clicking on **Format** on the taskbar and scrolling down to **Bullets and Numbering.**


Text imported from Word

- Charlotte's Web by E.B. White
- What does Wilbur do that shows that although he is cute and cuddly, he still behaves like a pig?
- He grunted
- He poked around in the straw with his snout
- He played in the mud

Charlotte's Web by E.B. White

- Question: What does Wilbur do that shows that although he is cute and cuddly, he still behaves like a pig?
- Answer:
  – He grunted
  – He poked around in the straw with his snout
  – He played in the mud

Just like in Microsoft Word, you can add graphics to your slide. Graphics can make your presentation more interesting and can help your audience understand even more about your topic.
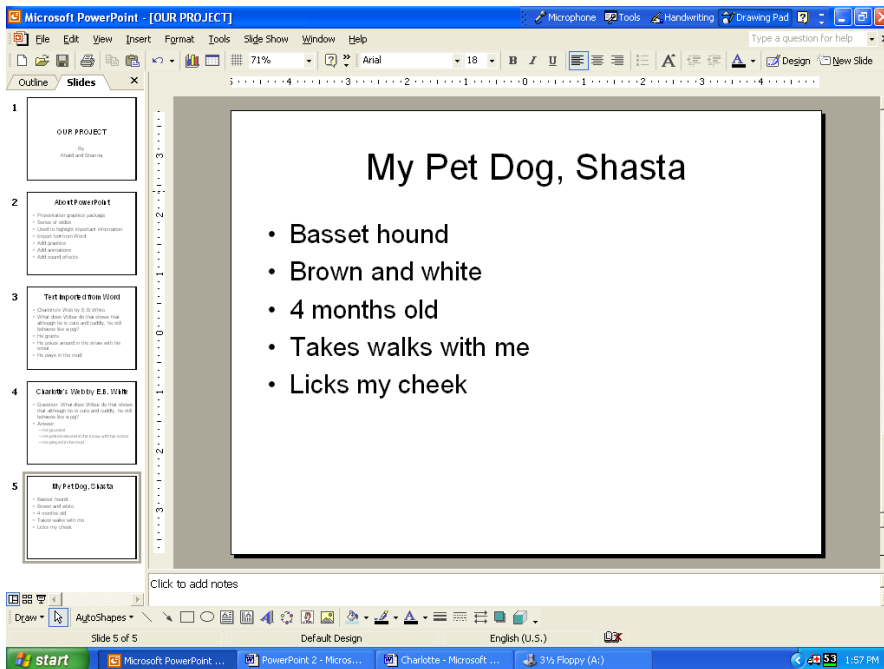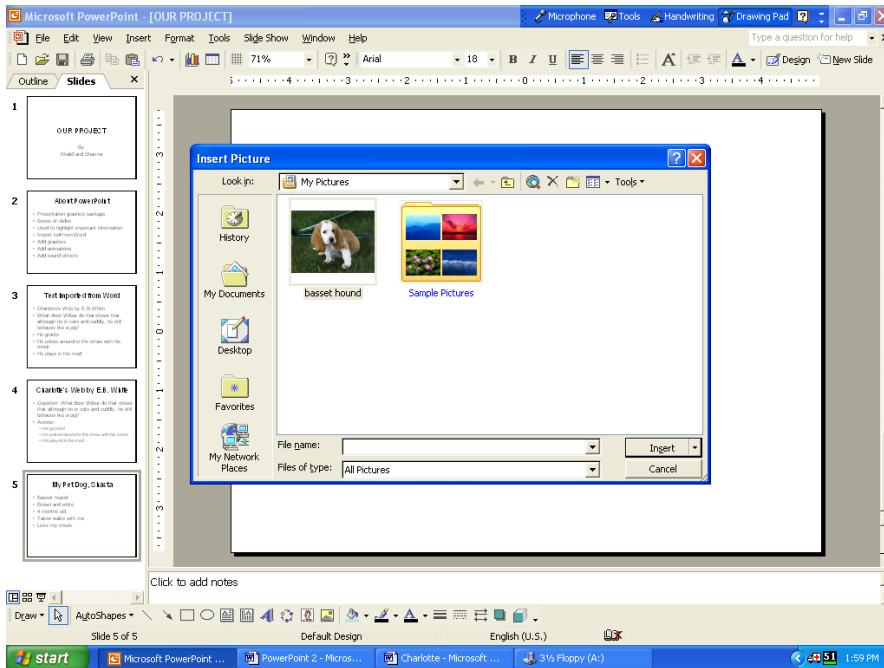

1. Prepare a new slide with a title and a list.

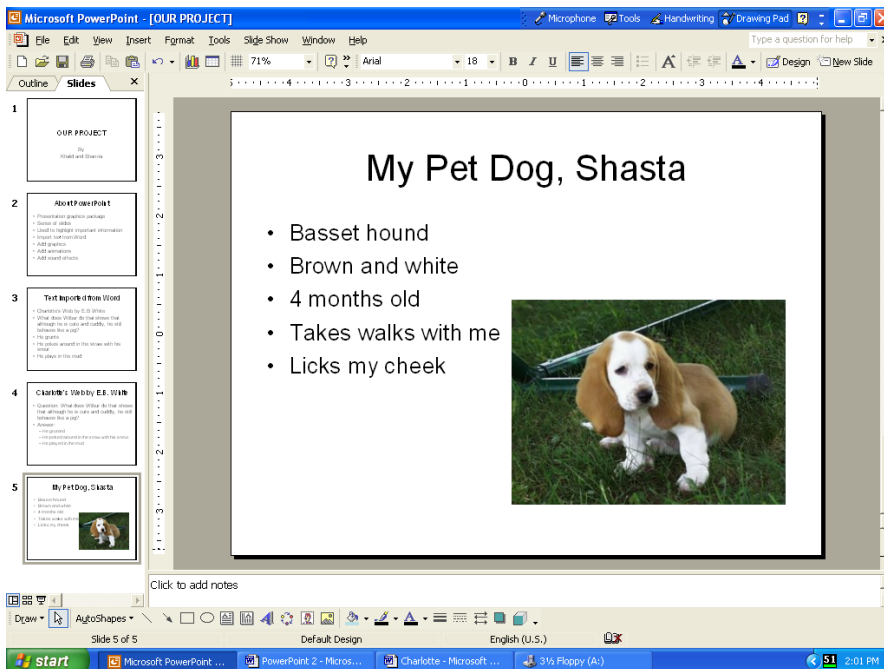   This example describes a dog named Shasta.
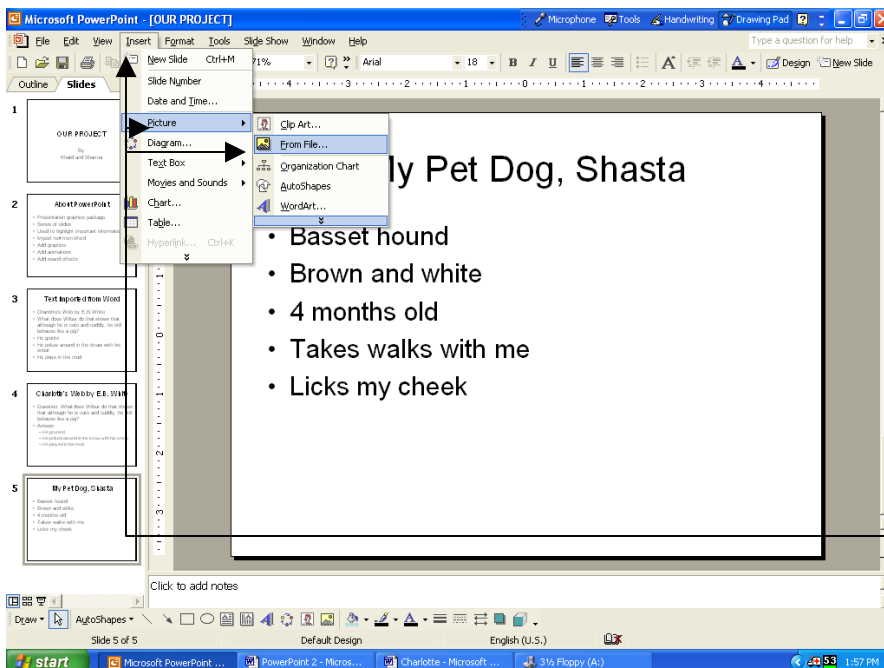
To add a picture and insert it onto this slide:

1. Click **Insert**
   Scroll down to **Picture** and across to **From File**

Click on the picture that you want to insert.

In this example, the picture of the basset hound would be selected.

The picture appears on the slide.

You can move the picture by holding down the mouse button and moving it to where you would like it on the slide.

Slide Design in PowerPoint

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Another way to add interest is with Slide Design. PowerPoint has numerous slide templates that can be used to add color to your slides.
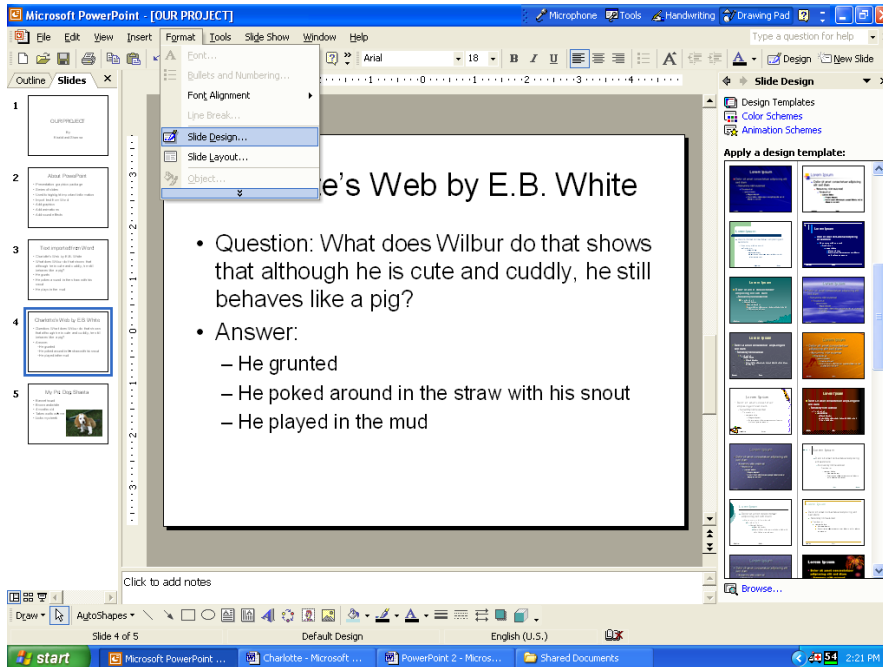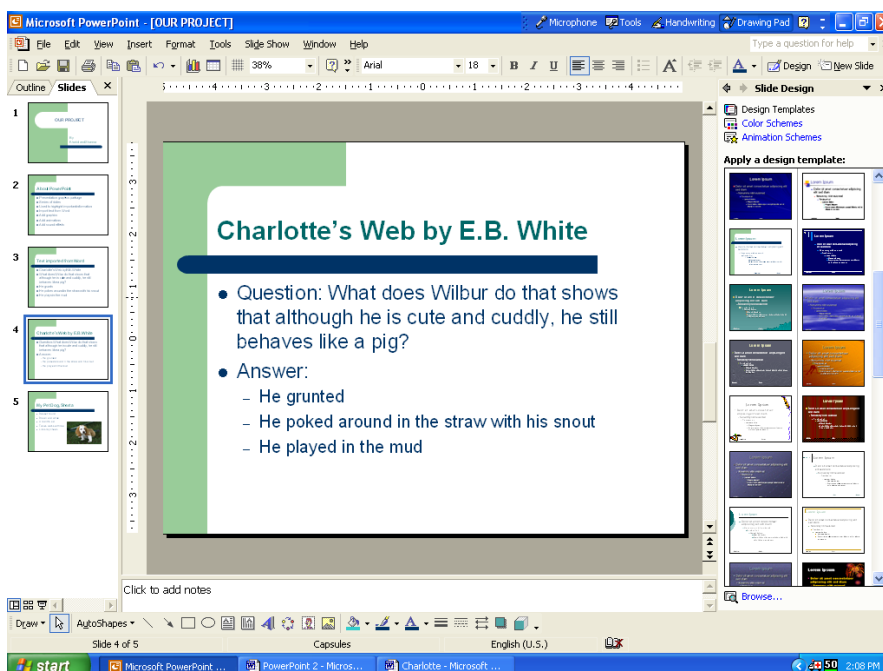

==To add a Slide Design:==

Click **Format**
And scroll down to
Slide Design.

A collection of templates appear to the right of the slide.
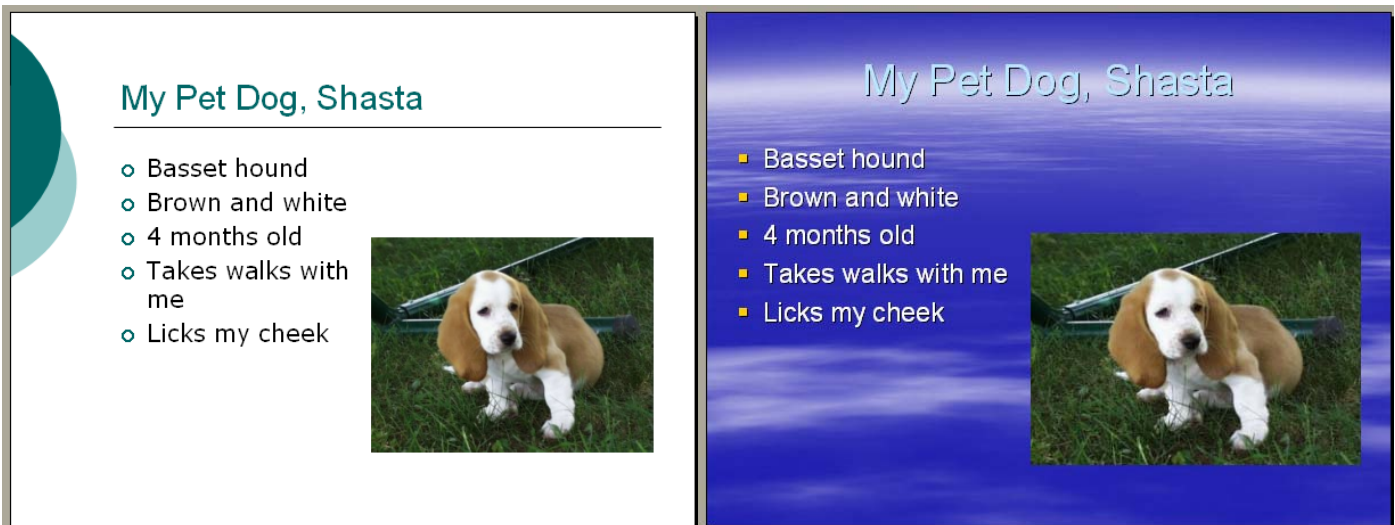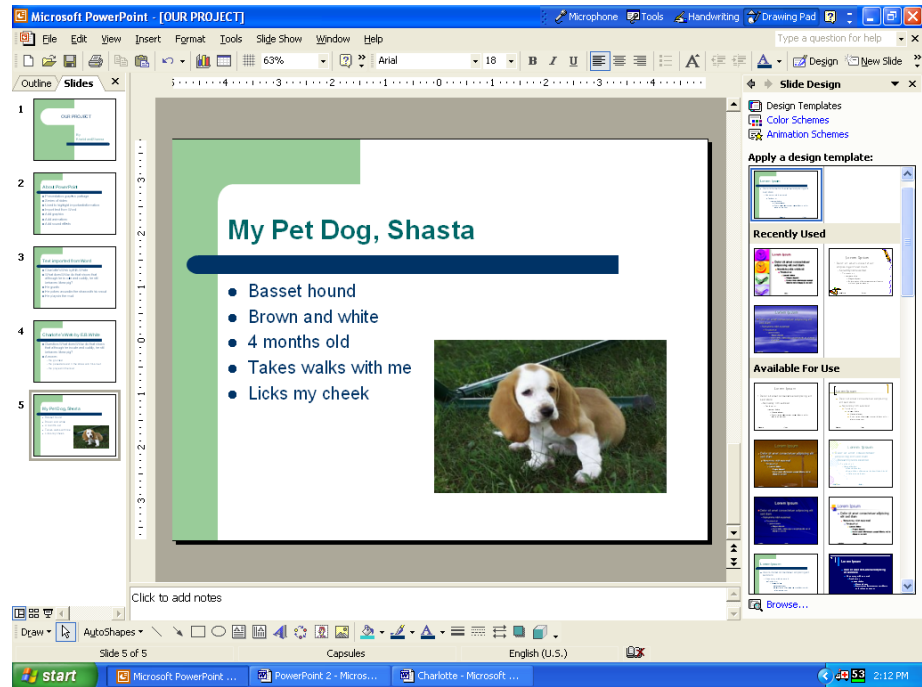
Choose the design that you like.

Notice that the formatting changes to accommodate the new design style.

You can experiment with the many designs available. Each one will give the slide a whole new look.

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Notice how the design is applied to all of the slides. →

You should choose a design template that complements your text and does not compete with it.

Here are two examples that would not work as well. The left one looks very plain while the wispy clouds on the right is the wrong theme. Yet these could work perfectly with other presentation set-ups. It is fun to try different designs and see how each one looks with your slides.

Adding Animation in PowerPoint

You can animate your slides to add more interest to your presentation. You should make sure that the animation you choose does not compete with what you are saying. Remember, PowerPoint is supposed to support your presentation!!
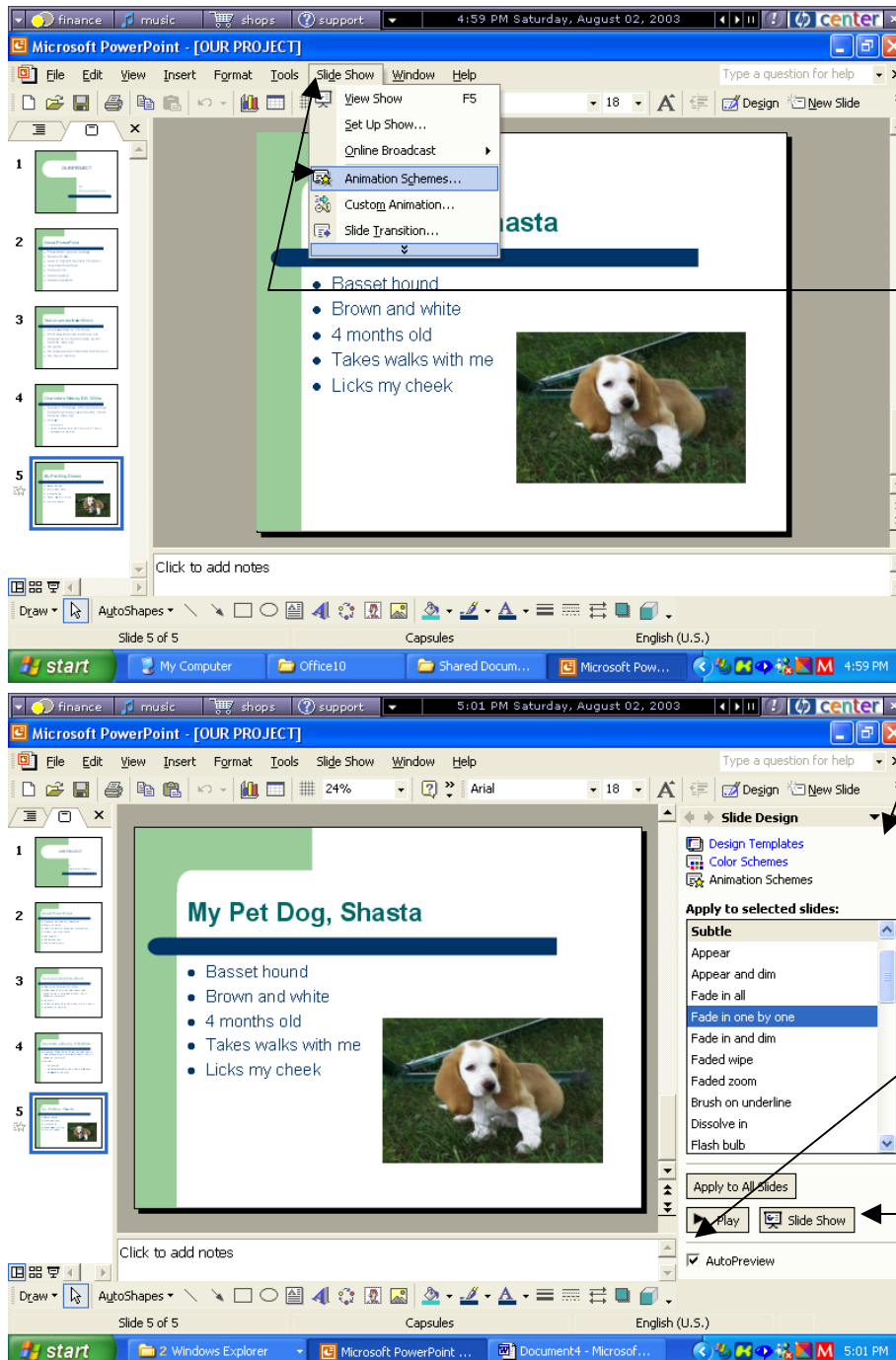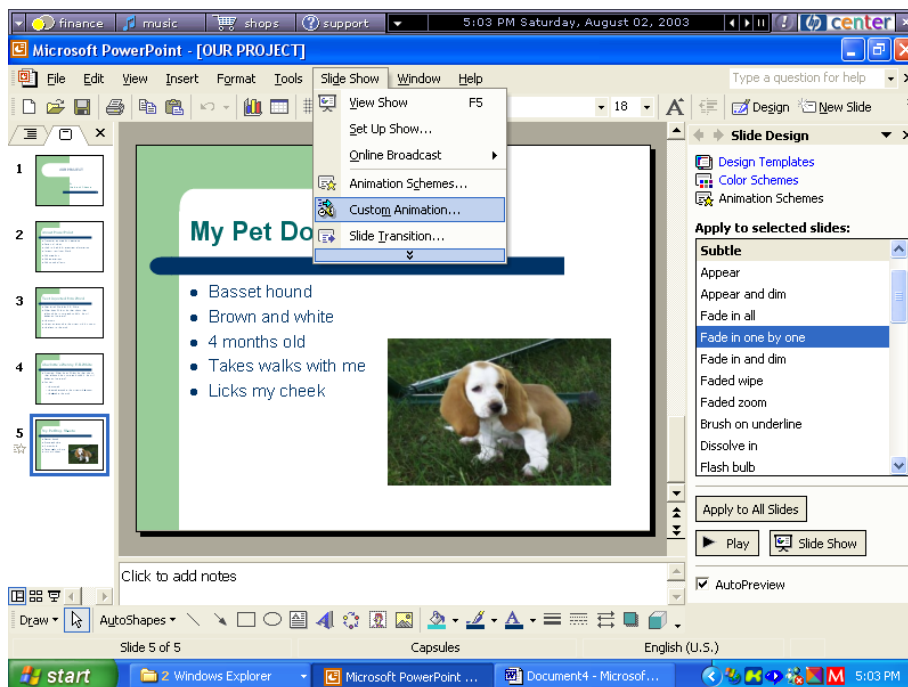

To animate your slides:

Click on **Slide Show** Scroll down to **Animation Schemes.**

You will see a new panel open up to the right of the slide.

Choose from the listing of animation effects. If you have the **Auto Preview** box checked, each one will preview when you select it.

You can also click **Play** to animate your slide or **Slide Show** to see multiple slides.

You can also customize the animation. There are several things that can be customized. This one is using the "fly in" animation. First, you can decide the direction from which objects "fly in".

Objects can be anything that is on the screen. The title is an object, the bullets are objects and the picture is an object. One or all can be animated to get the effect you want.

You can see the objects on the panel on the right. You can also decide the order that they appear by using the **Re-Order** arrows. In this example, the title flies in first, then the picture, and then the bulleted text.
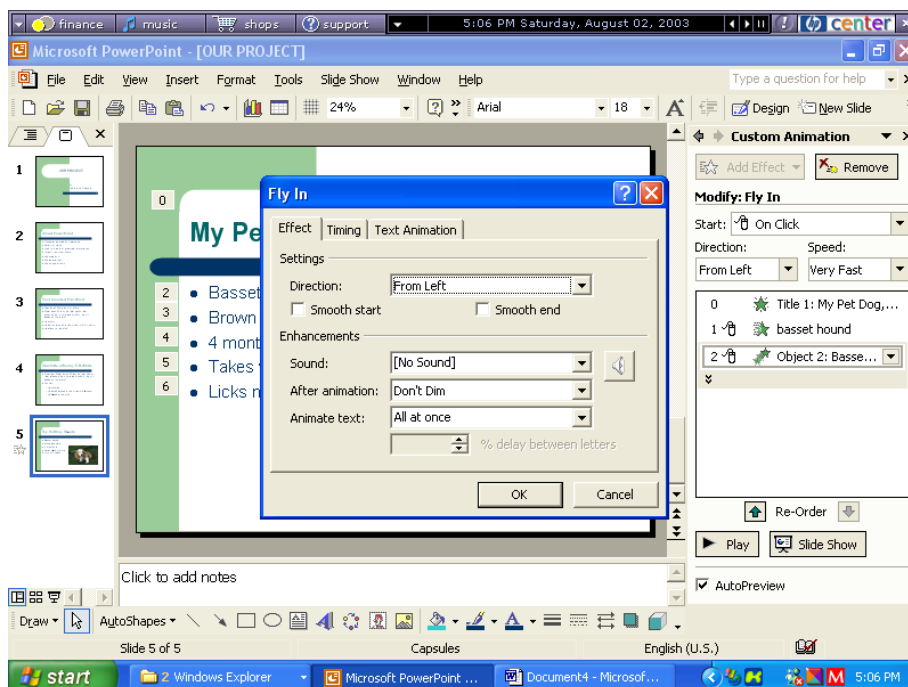
You can also decide the speed and whether you want text all at once or whether you want it word by word or even letter by letter.

You can also have the effect happen automatically with timings or controlled by you with the click of the mouse.
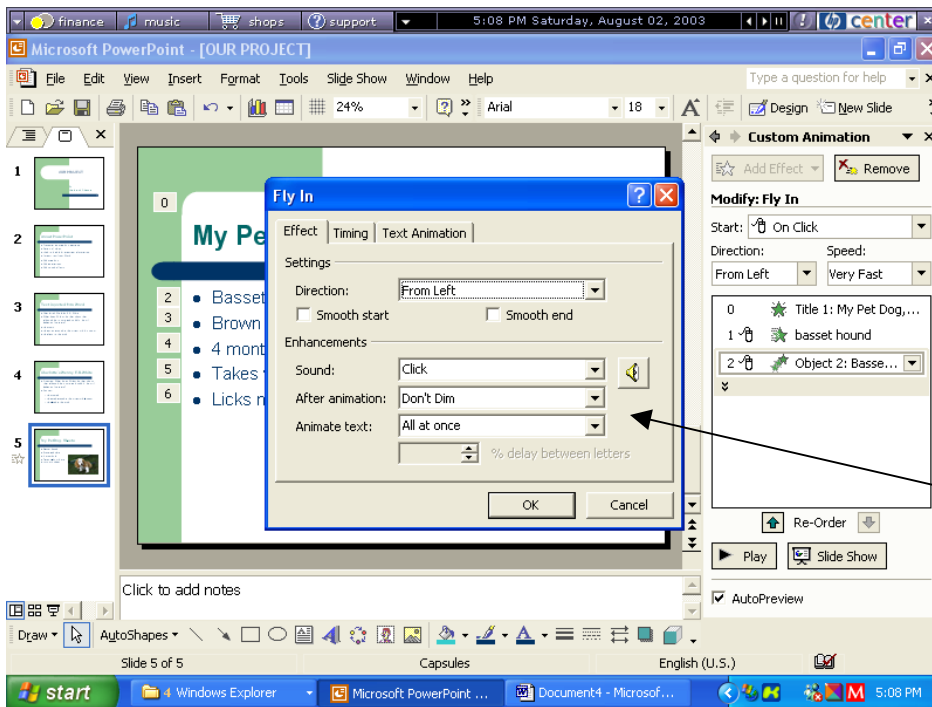
Finally you can add sounds with your animation.

Remember, all of these special effects can be fun, but some can also be distracting to the audience! You need to choose carefully.

In this example you can see that bulleted text objects will fly in from the left and have a single click sound.
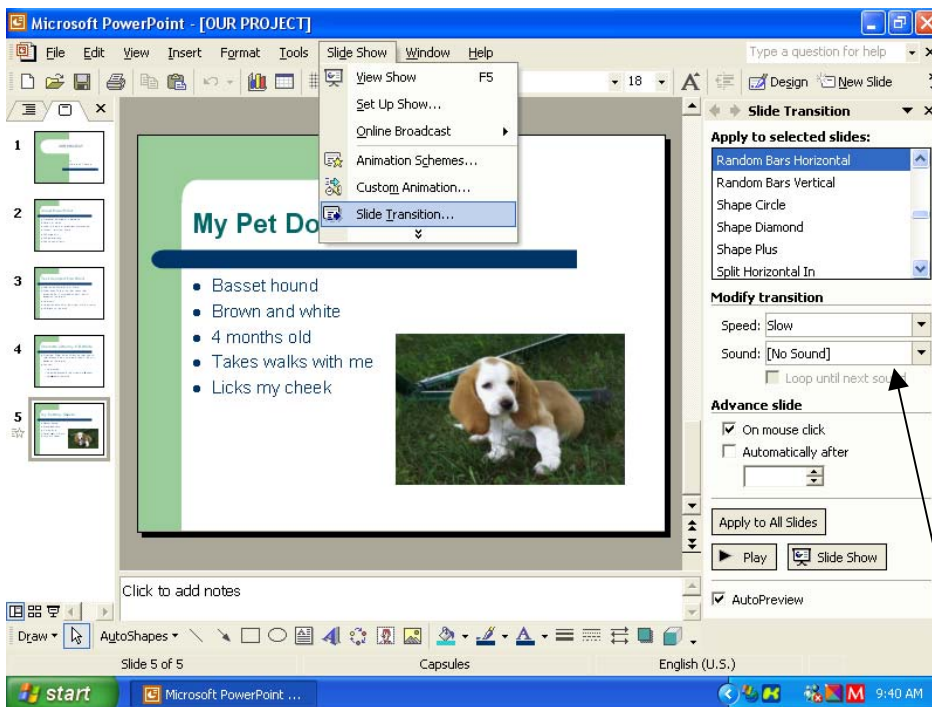
Slide Transition moves one slide off the screen and brings the next one on. Fading from black and dissolving from one slide to another are two examples of transitions. You have a choice of transitions for each slide. Once again, you should try several options to find the one that works best for you.

You can control the transition speed from slow to fast and choose whether or not you want sounds.

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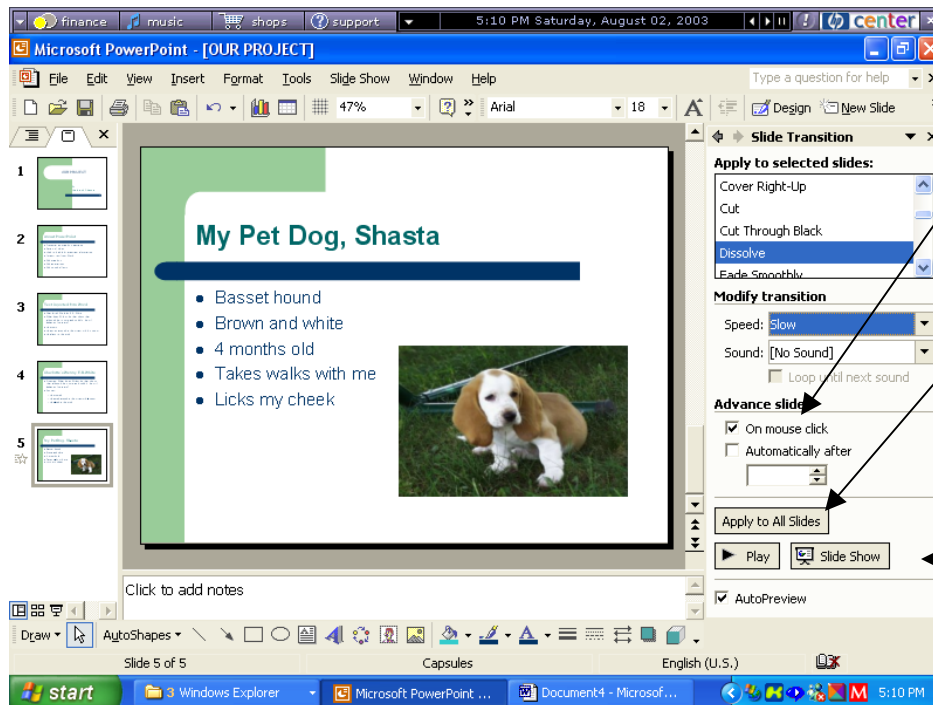
You can also decide whether you want to have the slide automatically advance or manually with the click of the mouse.

Finally you can **Apply to All Slides** so that the slide show will be uniform.

Once you decide, you can click **Play** to look at that slide or **Slide Show** to view the entire sequence.

Some suggestions:

- ☑ Make sure that the slides are easy to read by using contrasting colors for the text and the background.

- ☑ Use a font size large enough to be seen from the back of the room. A font size of 24-point or larger is recommended.

- ☑ Keep the text short, simple and easy to read. Do not use a lot of different fonts on a slide or clutter the slide with too many graphics.

- ☑ Use simple slide transitions. Too many different transitions will distract your audience.

- ☑ Do not use loud sounds that overshadow what you are saying.

Remember: You want the audience to be interested in what you are saying. Make sure that you are the star and not the slides!!

Remember that your presentation should stress the important points about what you are saying.

You may want to prepare notes to use while you are speaking. To do this, click on the **Click to add notes** box. You can then type in the things that you want to say while that slide is displayed.

You can repeat this on each slide to prepare your script. These will not be visible to the audience when you view the show.
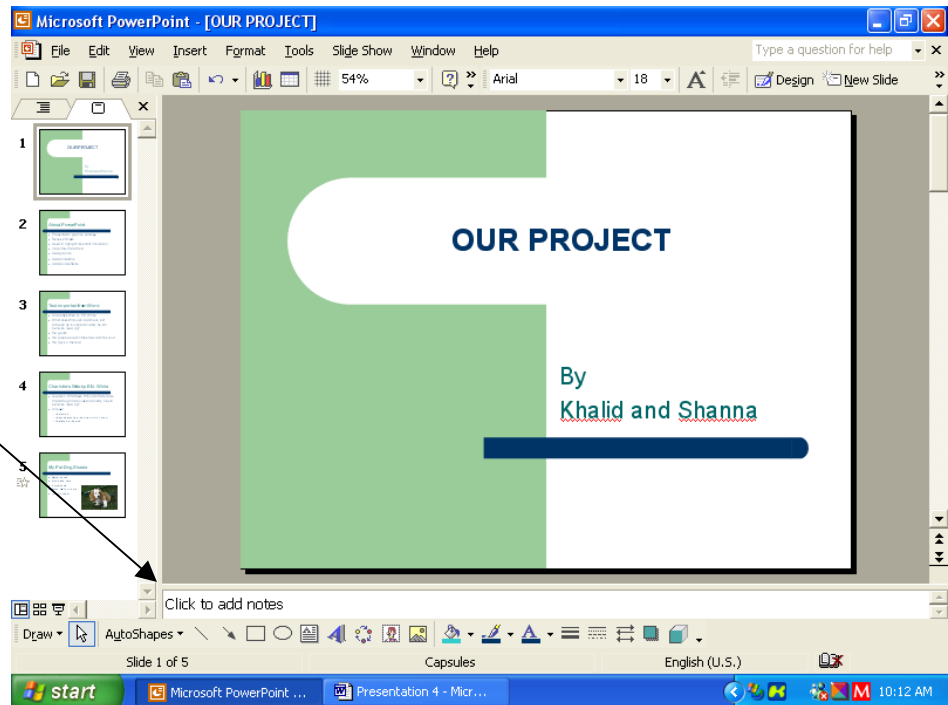
You can print these notes by clicking on File, scrolling down to Print. A print screen will then appear, asking you what you want to print. If you want to print notes, select **Notes Pages**.

If you would like to print Handouts for the audience, you should select **Handouts** from the menu. You can then select 2, 3, 4 or 6 per page.
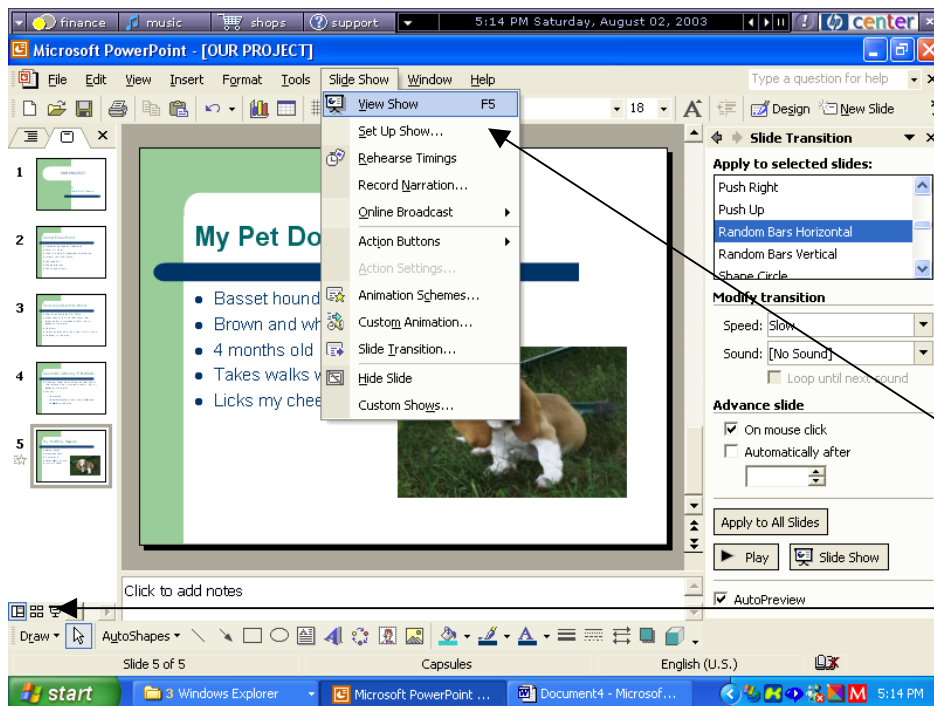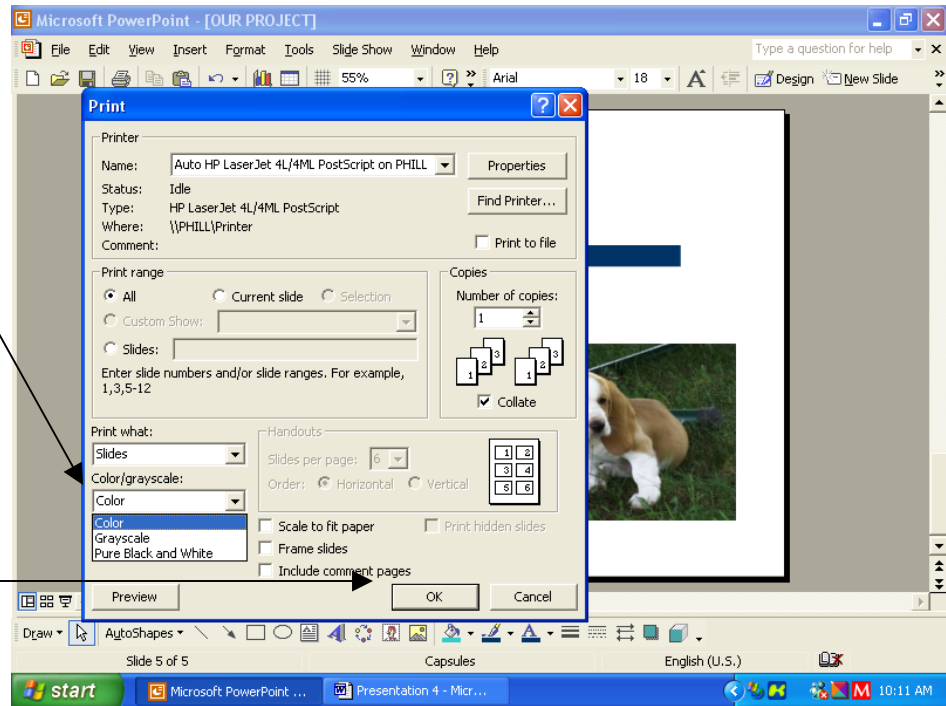
Finally you can print full page slides by selecting **Slides** from the Print What menu.
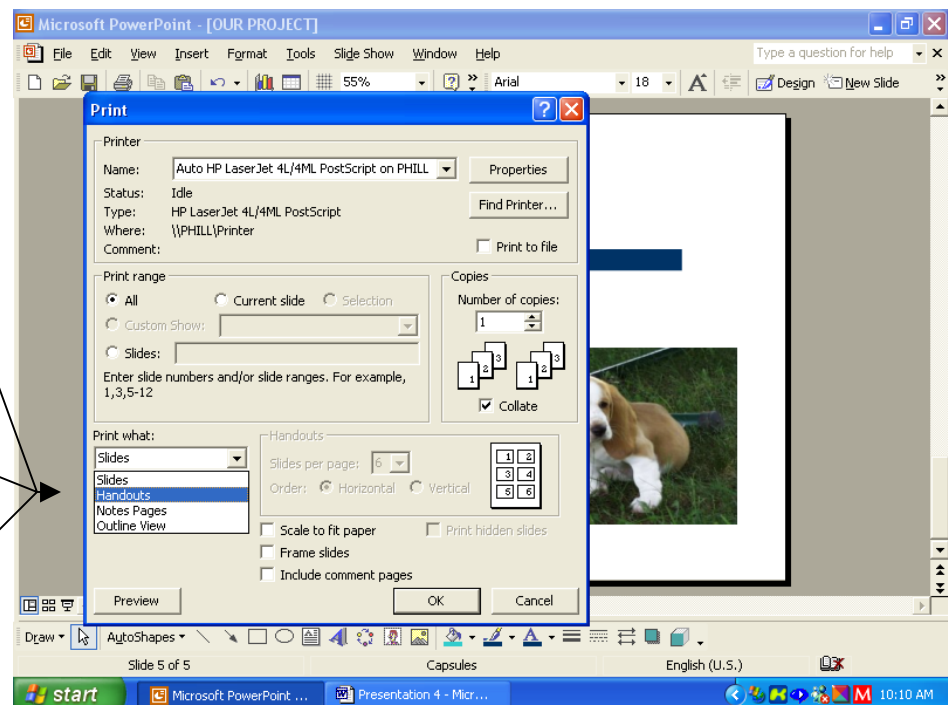
Once you have chosen what you want to print, you can choose whether you want to print in color, grayscale or pure black and white.

Grayscale is the best choice if you are not using color since that will allow for shades of gray.

Once you have made your choice, click **OK** to print.

Now that you have finished all of your work, you are ready to give your presentation.

When you are ready to begin your talk, you want to start the slide show. You can either click **Slide Show** and scroll down to **View Show**

Or you can click the icon at the bottom of the screen.

The slide will now cover the entire screen. If you chose manual settings, click the left mouse button, the space bar, enter, page down, or right arrow keys to go to the next object or screen. Go back to the previous slide by pressing backspace, page up, or the left arrow key. When you are done, press the esc key on the keyboard to end the show.